

4 FEB 1985

MEMORANDUM FOR: All ISB Personnel

STAT FROM:   
Chief, Industrial Security Branch

SUBJECT: Suspension of ISB

1. The decision has been made to suspend ISB operations effective 1 February 1985, and we all will be moving on in the near future to other OS career assignments. We all have much work to accomplish in the next few weeks. In preparation for the close down, the following actions must be completed within the next 3 week period:

a. Write audit reports covering completed industrial security audits.

b. Type audit reports and forward them to the cognizant Contracting Officer's Security Representative.

c. Each ISB officer should review his holdings and identify material to be saved. Other classified and unclassified material should be destroyed. Keep material to be salvaged to a minimum, since there is limited space available in the PSD vault.

d. Return empty book binders and usable supplies to the PSD supply room.

e. Pack manuals, books, reference documents, source material and forms in boxes. Boxes will be stored in the PSD vault and should be labeled appropriately; i.e., ISB-SSPC Manuals. Place classified and unclassified materials in separate boxes.

f. Review material in the unoccupied ISB office stations and in the general conference area and determine its disposition.

2. Each ISB member is requested to assess his or her individual responsibilities in the effort and advise me of how much time will be required to complete reports, pack material and dispose of all other classified and unclassified holdings.

3. Let's get together at 1400 hours, Wednesday, 6 February, to discuss details of the close-down operation. I would appreciate any suggestions you may have to facilitate this effort. Thank you.



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D R A F T - BOOK MESSAGE

STAT 1. ADDRESSES ARE ADVISED THAT THE AUDIT FUNCTIONS OF THE INDUSTRIAL SECURITY BRANCH, OFFICE OF SECURITY, HAVE BEEN TEMPORARILY SUSPENDED DUE TO PRIORITY COMMITMENTS IN OTHER AREAS. SECURITY AUDITS OF CONTRACTOR FACILITIES ARE AN INTEGRAL PART OF THE SCI SECURITY STRUCTURE AND THIS TEMPORARY SUSPENSION OF THE AUDIT FUNCTIONS SHOULD NOT BE CONSTRUED AS A LESSENING OF THE IMPORTANCE OF THESE AUDITS. <sup>OD+E</sup> [REDACTED] PROJECT SECURITY OFFICERS WILL PROVIDE INCREASED OVERSIGHT OF CONTRACTOR ADHERENCE TO BISM STANDARDS DURING THIS TEMPORARY SUSPENSION.

2. THE BRANCH WILL BE REACTIVATED WHEN SUFFICIENT PERSONNEL RESOURCES BECOME AVAILABLE.

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